

FOLDER # 1

CONFIDENTIAL

The  
Language and External Training  
School

CONFIDENTIAL

~~SECRET~~  
~~CONFIDENTIAL~~

ACTIVITIES OF THE  
LANGUAGE AND EXTERNAL TRAINING SCHOOL

The Language and External Training School develops and conducts, within the capacities of the School Staff, all internal training for Agency employees in languages and in area knowledge. Training in these fields beyond internal capabilities, as well as in other professional, staff and technical fields, is arranged for by the School at external facilities in the United States and abroad under the provisions of Public Law 110, 81st Congress. Wherever training required at external facilities can be provided satisfactorily at little or no cost to the Agency, training is accomplished at these facilities.

~~CONFIDENTIAL~~  
~~SECRET~~

# SECRET

## CONTENTS

The types of activities engaged in by the Language and External Training School are indicated by the TABS as identified below.

- TAB A Capabilities for Internal Language Training
  - Photo 1 - The Agency Language Laboratory
  - Photo 2 - An Internal Language Class
  - Photo 3 - Individual Student Recording
- TAB B Proficiency Tests
- TAB C Cooperation with Other Government Agencies in Conducting Language Training
- TAB D Part-Time Training
- TAB E Basic Area Training
- TAB F Application for External Training
- TAB G Selection for Full-Time External Training
  - Photo 4 - A Qualifications Review Panel
- TAB H Screening and Selection of Agency Representatives at External Colleges
- TAB I External Training Facilities
- TAB J Training Announcements

SECRET

#### CAPABILITIES FOR INTERNAL LANGUAGE TRAINING

Foreign language training is conducted by the School on a part-time basis through:

- a. Tutorial instruction
- b. Organized classes
- c. Seminars
- d. Lecture series
- e. Laboratory instruction

The language laboratory is available during duty and non-duty hours for self-study, or for individual practice required to supplement organized class work. Tape masters are maintained on each of 38 languages. The languages available, and data on use of the language laboratory appear on the next page.

Recently, there has been a noticeable increase in the number of organized classes, and number of participating students in these classes and seminars. The table headed "Foreign Language Classes Conducted Internally" illustrates these increases. The information as of the end of November 1954 can be compared with the situation in each of the two immediately preceding months, or with six months or one year before. During the one-year range shown, the number of classes has tripled and the number of students participating in internal classes has increased at a 5:2 ratio.

SECRET

# LANGUAGES AVAILABLE IN LANGUAGE LABORATORY

Afrikaans	Finnish	Russian
Albanian	French	Serbo-Croatian
Arabic (dialects)	German	Slovak
Damascus and Syrian	Greek	Spanish
Egyptian	Hindi	Swahili
Iraqi	Hungarian	Swedish
Classical	Indonesian	Thai
Jerusalem	Italian	Turkish
Bengali	Japanese	Urdu
Bulgarian	Korean	Viet-Nameese (dialects)
Burmese	Malay	Hanoi
Chinese	Norwegian	Saigon
Czech	Pashtu	
Danish	Persian	
Dutch	Polish	
English	Portuguese	
also for Spanish speakers	Rumanian	

## DATA ON USE OF LANGUAGE LABORATORY Calendar Year 1954

Average number of students using laboratory per month	386
Average student study hours per month	1804
Average number of languages studied per month	18
Average number of record sets loaned per month	24
Average number of persons using tapes outside lab per month	21

Hours when laboratory is used most: 0800-1000  
1200-1500  
1700-1900

Foreign films are shown about twice monthly in each of these languages: Russian, French, German, Italian, Spanish and Portuguese.

SECRET

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

-3-

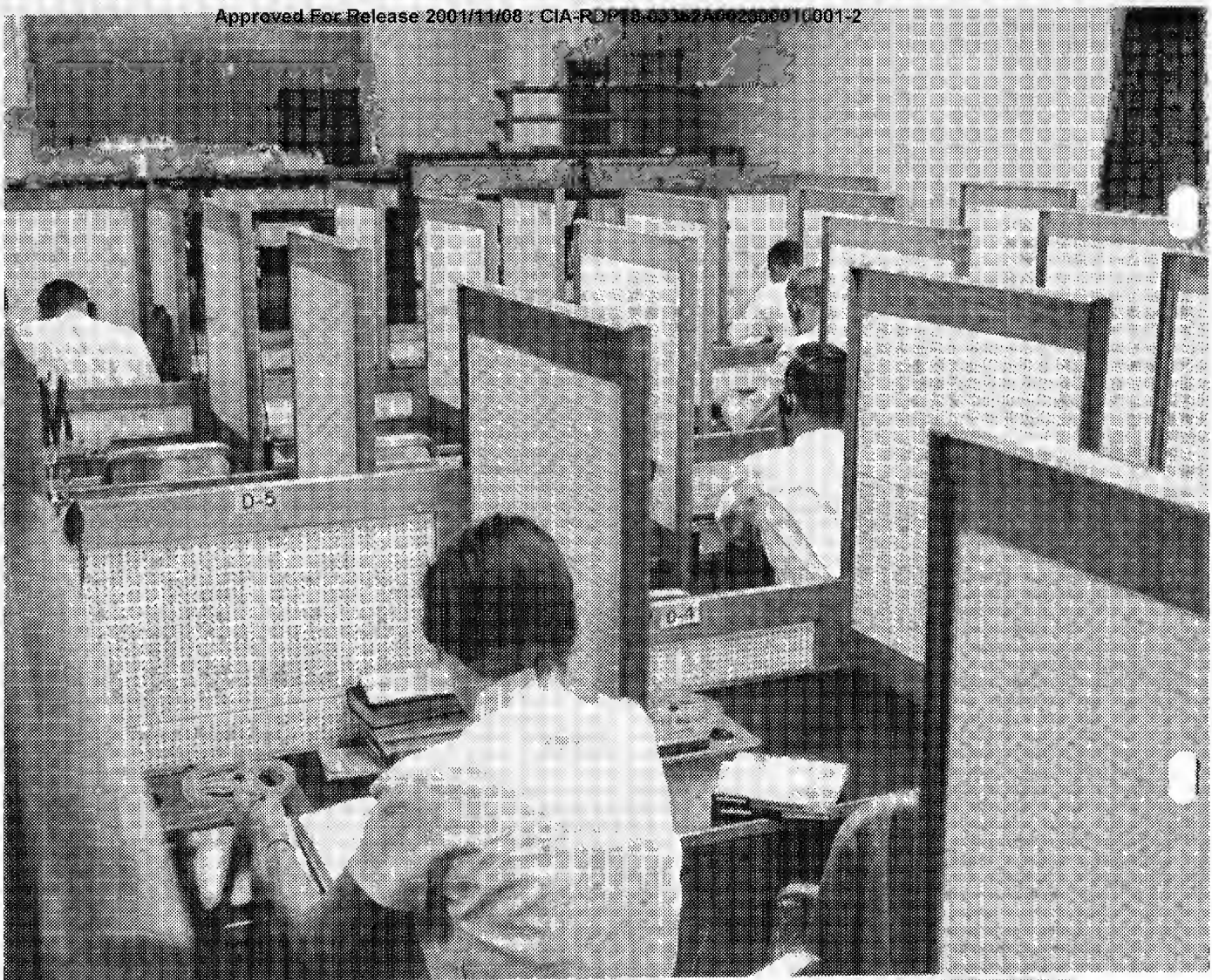
## FOREIGN LANGUAGE CLASSES CONDUCTED INTERNALLY

Language	Classes in Session at End of Month				
	Nov. 1954	Oct. 1954	Sep. 1954	May 1954	Nov. 1953
Albanian	1				
Arabic	2	2	2	1	
Chinese					2
Czech	1	1			
Dutch					1
French	3	3	2	3	1
German	6	3	6	3	2
Italian				1	1
Japanese	4	2	1	1	1
Persian	1			2	1
Polish	2	1	1		1
Portuguese	1		1		
Spanish	2	2	1		1
Russian	16	15	2	4	2
Total No. Classes (including seminars)	<u>39</u>	<u>29</u>	<u>16</u>	<u>15</u>	<u>13</u>
Total No. Languages	11	8	8	7	10
Total No. Students	252	215	112	113	98
Average No. Students Per Class	6.5	7.4	7.0	7.5	7.5

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

SECRET

SECRET  
Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2



Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

25X1A9A

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2



Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2



Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

## SECRET

### PROFICIENCY TESTS

The School conducts proficiency tests designed to permit an evaluation of proficiency in reading, writing and speaking foreign languages. The results of the tests are intended to be of value to:

- a. Supervisors who desire to know whether or not certain individuals possess the fluency required for selected assignments, and what types of proficiency need to be developed to qualify such persons.
- b. Individuals, who desire an objective evaluation of their fluency.
- c. The School as a basis for recommending training and for evaluating progress of individuals in training and effectiveness of external training facilities.

Tests consist of a 3-4 hour written examination and individual oral examinations conducted by a panel of two or more persons. Individuals are rated on proficiency according to the following categories:

- I. Slight
- II. Elementary
- III. Intermediate
- IV. Advanced non-native
- V. Educated native

Tests scheduled for the current fiscal year are listed below. Tests in other languages are scheduled as demand justifies.

<u>Language</u>	<u>No. of Tests Completed</u>	<u>No. of Persons Tested</u>	<u>No. of Tests Scheduled, 1 February-30 June</u>
Russian	3	38	3
Polish	1	9	1
Czech	2	6	0
Finnish	1	2	0
Hungarian	1	4	0
Hebrew	1	1	0
Yiddish	1	2	0
Slovene	0	0	1
Serbo-Croatian	1	3	1
Macedonian	0	0	1
Albanian	1	2	1
Modern Greek	1	1	1

SECRET

SECRET

-2-

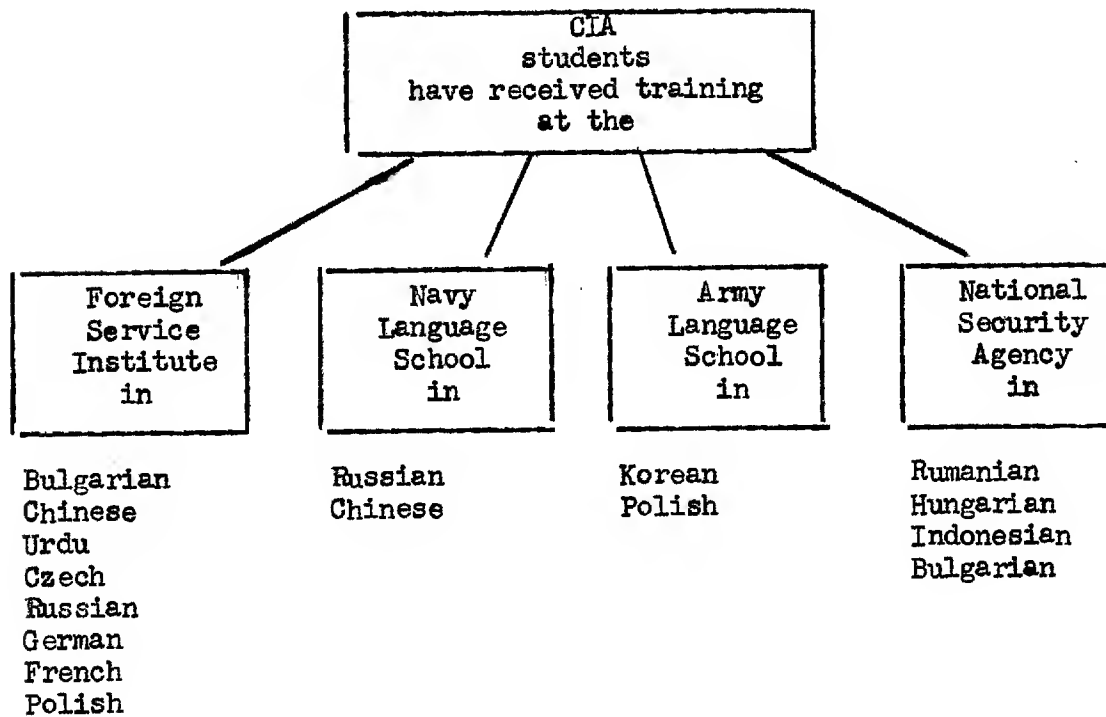
<u>Language</u>	<u>No. of Tests Completed</u>	<u>No. of Persons Tested</u>	<u>No. of Tests Scheduled, 1 February-30 June</u>
German	2	32	2
Dutch	0	0	1
Japanese	0	0	1
Arabic	1	8	1
Lebanese-Syrian	0	0	1
French	1	15	2
Spanish	0	0	2
Italian	1	5	2
Portuguese	1	2	2
Rumanian	0	0	1
TOTAL	<u>20</u>	<u>123</u>	<u>24</u>

SECRET

## SECRET

### COOPERATION WITH OTHER GOVERNMENT AGENCIES IN CONDUCTING LANGUAGE TRAINING

The Agency has sought, and obtained , full assistance from other government agencies with well-established language training facilities.



SECRET

-2-

Generally, the training received was full-time and intensive. In some instances, part-time training for Agency personnel was arranged when the School had no capability in that language, or could not at the needed time add further to the workload of the internal staff.

Reciprocally, part-time language training has been given by the School to representatives from the Atomic Energy Commission, the United States Air Force, and the Department of State.

An instructor from the National Security Agency is assisting the School on a half-time basis.

SECRET

# SECRET

## PART-TIME TRAINING

All of the capabilities of the School for internal language training are on a part-time basis at the present time. Much of the language training taken in the local metropolitan area is also on a part-time basis, taken in conjunction with daily desk work. Originally, the bulk of part-time language instruction was obtained externally. Because of a continuing need for language skills within the Agency, it has proved less costly to increase internal capabilities.

The shift from external to internal has been accomplished in the past six months. Presently, as many students are in attendance internally as in the combined internal-external totals of the past. Significantly, this instruction is at less expense to the government.

### Language Students, Part-Time

	1952			1953			1954		
	<u>Ext.</u>	<u>Int.</u>	<u>Total</u>	<u>Ext.</u>	<u>Int.</u>	<u>Total</u>	<u>Ext.</u>	<u>Int.</u>	<u>Total</u>
December	185	44	229	98	97	195	76	243	319
November	202	40	242	110	98	208	74	252	326
October	182	45	227	103	93	196	72	215	287
September	174	47	221	129	65	194	53	112	165
August	34	33	67	98	38	136	28	96	124
July	46	43	89	103	42	145	45	99	144
June				112	47	159	65	135	200
May				152	49	201	123	113	236
April				143	50	193	127	104	231
March				143	52	195	120	95	215
February				138	56	194	110	82	192
January				193	48	241	102	100	202

## SECRET

### BASIC AREA TRAINING

There are peculiar needs of the Agency for which there are no suitable basic area training programs in existence at external training facilities. To satisfy these needs a group of area programs is to be developed and conducted by the Office of Training for presentation within the Agency.

Such programs fall principally in three categories of separate courses for individual countries:

- a. Americans Abroad Courses. Each course will provide an introduction to these social customs, significant cultural and national attitudes and sensitivities, and traditional and current attitudes toward foreigners which are significant to Agency personnel and their behavior in that country.
- b. Basic Country Survey Courses. Each course will consist of an introduction to the history, culture, customs and geography of the country; the nature of its social and political institutions, policies and objectives; and a review of the significant U. S. policies and objectives pertaining to it.
- c. Integrated Programs. Each course will be offered on an intensive full-time basis and for a given country will consist of an Americans Abroad Course, a Basic Country Survey Course, and an elementary spoken language course to provide sufficient proficiency to satisfy ordinary routine social-travel requirements and to provide a foundation upon which increased language skill may be acquired.

The School is not now able to offer the proposed training. The need is recognized, preliminary requirements have been sought, and in several instances an internal area course or series of lectures have been arranged. But the proposed programs must await the development of a small but highly qualified staff of area training specialists to put the programs into effect.

After such a staff has been obtained, country priorities ascertained, and the requisite lead time for planning and preparation has elapsed, appropriate courses will be offered for professional intelligence officers and support personnel who will serve overseas, for their adult dependents, and for professional and clerical personnel on country desks at headquarters.

SECRET

## SECRET

### APPLICATION FOR EXTERNAL TRAINING

Prior to receipt of a formal request for external training, preliminary conferences frequently involve members of the Language and External Training School. If there is clear indication that an individual's office is cognizant of the training interest(s) of the applicant for language training, advice and counsel is given by members of the language staff of LETS. Conferences preceding a formal request may also occur between a training liaison officer and a staff member, particularly when there is an apparent need to identify and exploit an external training facility for a specific requirement not met by then existing arrangements.

At any time, trainees-to-be and training liaison officers are offered access to the file of course catalogues - collegiate and governmental - maintained in LETS to aid in planning training programs outside the Agency.

Requests for training at any non-CIA facility are submitted through office Career Service Boards and/or Office Heads and the Director of Security before reaching the LET School. Since early in 1953, Form No. 51-133 has been used to process requests for external training; prior to that time applications were made by memorandum form. Although intra-OTR procedures for routing applications vary dependent upon the type and locality for training, amount of estimated cost, or other factors such as restricted quotas, all requests for training at any non-CIA facility are acted upon in the LETS office. The following table is indicative of the extent of this activity:

94	requests received during 2nd quarter	FY 1955
226	1st	FY 1955
183	4th	FY 1954
262	3rd	FY 1954
81	2nd	FY 1954
222	1st	FY 1954
121	4th	FY 1953
166	3rd	FY 1953
211	2nd	FY 1953
359	1st	FY 1953

SECRET



SECRET

### SELECTION FOR FULL-TIME EXTERNAL TRAINING

A Qualifications Review Panel is convened to consider the merits of each application for external training on a full-time basis, (except for those programs falling under the provisions of Notice [REDACTED] and for which the Agency Career Council takes appropriate action).

25X1A

The Qualifications Review Panel consists of:

- a. Chief, Language and External Training School (as administrator of external training programs, and as person familiar with the nature of the program and with the academic and mental requirements for creditable performance).
- b. Chief, Assessment and Evaluation Staff (as psychologist and person most familiar with the evidences of interests and aptitudes of candidates).
- c. Staff and Division training officers (as persons concerned with training).
- d. Supervisors (as persons most familiar with job performance and motivation).

The Panel determines the mental qualifications of the candidate to acquire knowledge from the selected facility to perform the future job. Consideration is given to these factors, as appropriate:

- a. Previous academic record of the candidate.
- b. Results of psychological testing.
- c. Results of aptitude testing.
- d. Fitness ratings and other evidences of job performance.
- e. General motivation.
- f. Previous Agency training performance.
- g. Family (insofar as its nature may affect performance in training).

SECRET

SECRET

-2-

Based upon these deliberations, the Qualifications Review Panel advises the Director of Training on the candidate's potential for performance at above-average standard.

SECRET

25X1A9A

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

## SECRET

### SCREENING AND SELECTION OF AGENCY REPRESENTATIVES AT EXTERNAL COLLEGES

For attendance at staff colleges of the Armed Forces, students fill quota allotments specifically assigned to the Agency. Thus, they are to an extent representatives of the Agency and are expected to participate in discussions of the nature and role of intelligence in the conduct of military operations and the formation of government policy.

Applications for these representational quotas are given additional screening by Selection Boards convened for this purpose, recommendations are made by the Agency Career Council, and final selection made by the Director of Central Intelligence.

Within the Language and External Training School, experience briefs are prepared, minimum qualifications determined and special notation made as to the relative intra-office ratings in cases wherein several candidates are submitted from within one organizational component.

In 1954, this was the extent of activity:

- a. For the National War College, 27 applications were considered at varying stages, and 3 principals and 3 alternates finally selected.
- b. For the Industrial College of the Armed Forces, 7 applications were reviewed, and 1 finally selected.
- c. For the Navy War College, 6 applications reviewed, and 1 finally selected.
- d. For the Army War College, 8 applications reviewed, and 2 finally selected.
- e. For the Air War College, 7 applications reviewed, and 1 finally selected.
- f. For the Armed Forces Staff College, 7 applications reviewed, and 1 finally selected.
- g. For the Strategic Intelligence School, 32 applications reviewed, and 12 finally selected.
- h. For the Harvard Advanced Management Course, 8 applications reviewed, 5 selected and 2 accepted by the institution.

SECRET

SECRET

### EXTERNAL TRAINING FACILITIES

Within the provisions of Public Law 110 (81st Congress, 1st Session), the Language and External Training School arranges for the assignment of students from the Agency to external training facilities for "special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms." The necessary exploration, liaison, program assistance and development and curricular arrangements needed to provide the proper facility for training are performed by the School; administrative matters are handled by the Administrative Staff, Office of Training.

Represented on the following pages are the various facilities at which training has been arranged. The lists have been grouped for convenience by geographic zones (local, other U.S., foreign). Within each of these three categories, the general types of training taken, or being taken, are identified.

SECRET

## SECRET

### EXTERNAL TRAINING FACILITIES IN THE LOCAL METROPOLITAN AREA

#### Area

Foreign Service Institute, Department of State  
School of Advanced International Studies

#### Language

Berlitz School of Languages  
Department of Agriculture Graduate School  
Foreign Service Institute, Department of State  
Foreign Service Institute, Georgetown University  
George Washington University  
Middle East Institute  
National Security Agency  
Navy Language School  
Sanz School of Languages  
School of Advanced International Studies  
University of Virginia

#### General Academic Studies

American University  
Catholic University  
Department of Agriculture Graduate School  
Georgetown University  
George Washington University  
National Bureau of Standards  
University of Maryland

#### Advanced Staff Colleges and Intelligence Schools

Industrial College of the Armed Forces  
National War College  
Strategic Intelligence School  
Naval Intelligence School

-2-

Scientific Developments

Aberdeen Proving Ground

American University:

Air Transportation Institute

Foreign Transportation Institute

Institute of Industrial Transportation and Traffic Management

Rail Transportation Institute

Applied Physics Laboratory, Johns Hopkins University

National Bureau of Standards

Executive Development and Management

American University:

Air Transportation Institute

Foreign Transportation Institute

Institute of Industrial Transportation and Traffic Management

Rail Transportation Institute

Technical Proficiency

Catholic University

Capital Radio Engineering Institute

Corcoran School of Art

Coxhead Corporation

Department of Agriculture Graduate School

Department of Defense:

Comptrollership

Contract Negotiation

Gun Factory Industrial Orientation

Photo Interpretation

National Radio Engineering Institute

Washington Psychoanalytic Institute

International Relations

Foreign Service Educational Foundation, Johns Hopkins University

Foreign Service Institute, Department of State

School of Advanced International Studies, Johns Hopkins University

SECRET

SECRET

EXTERNAL TRAINING FACILITIES  
IN THE U. S.  
(outside metropolitan area)

Integrated Language-Area

University of California  
University of Colorado  
Columbia University  
Cornell University  
University of Florida  
Harvard University  
Johns Hopkins University  
University of Michigan  
University of Minnesota  
Northwestern University  
University of Pennsylvania  
University of Pittsburgh  
Princeton University  
Stanford University  
University of Texas  
University of Wisconsin  
Yale University

Language

Albert De Brezi School of Languages	California
Middlebury College	
University of Indiana	

General Academic Studies

Claremont Graduate School	California
---------------------------	------------

Advanced Staff Colleges

Air War College	Alabama
Armed Forces Staff College	Virginia
Army War College	Pennsylvania
Fort Holabird	Maryland
Naval War College	Rhode Island

SECRET



**SECRET**

-2-

Scientific Developments

Department of Defense:

Fort Bliss	Texas
Fort Leavenworth	Kansas
Fort McClellan	Alabama
Mather Air Force Base	California
Maxwell Air Force Base	Alabama
Sandia Air Force Base (discontinued)	New Mexico

Executive Development and Management

American Management Association	New York
Columbia University	
Harvard University Graduate School of Business Administration	
Johns Hopkins University	
Stanford University	
University of Pittsburgh	
University of Washington	

Technical Proficiency

Department of Defense

Armed Forces Petroleum	California, Texas
Fort Benning	Georgia
Fort Bragg	North Carolina
Fort Leavenworth	Kansas
Fort McClellan	Alabama
Joint Military Packaging	Ohio

Stead Air Force Base	Nevada
----------------------	--------

Carnegie Institute of Technology	
Columbia Institute of Technology	
Diebold Incorporated	Connecticut
International Business Machines	New York
Massachusetts Institute of Technology	
Tri-State College	

Additional external facilities are needed from time to time to accommodate new training requirements or expansion of existing requirements. In anticipation of these added needs, efforts are continually directed toward increasing capabilities to meet these requirements. Illustrative of these efforts, preliminary inquiries have been initiated for attendance at the following locations for the purposes indicated: At Dam Neck, Virginia for GM orientation

**SECRET**

**SECRET**

conducted by the U. S. Navy, at Fort Belvoir, Virginia for the "Little Harvard" management course for the U. S. Army, and at Fort Lee, Virginia for the Army Supply Management Course conducted under the auspices of the Deputy Chief of Staff for Logistics. Similarly, the management programs conducted by the Army Civilian Training Center at the Pentagon have been explored.

**SECRET**

25X1A

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

Approved For Release 2001/11/08 : CIA-RDP78-03362A002300010001-2

~~SECRET~~

~~CONFIDENTIAL~~

#### TRAINING ANNOUNCEMENTS

Announcements of language training opportunities available internally are distributed to components of the Agency through Training Liaison Officers. The spring 1955 programs were announced in late October 1954 to permit orderly planning for those who were already aware of these programs; announcement served also to inform others of these internal language training opportunities. Two monthly supplements have since been released to announce other courses as developed. A third supplement is in process of reproduction, for early dissemination.

Similarly, other programs involving School activities are announced as appropriate. Two of these, "Foreign Language Conversation Seminars" and "Nominations to the National War College and Industrial College of the Armed Forces" are also attached.

CONFIDENTIAL